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| Committee Activity Log (Lisa Abbink, Toni Watt, William Johnson, Christopher Clark) |
| (Created by using a Wiki for organizing and collaborating.) |

**Group Goals**  
As a result of integrating Google Applications students will be able to effectively select and use specific digital tools to support authentic lifelong learning.   
Facilitate and incorporate various types of Google Applications into the classroom in order to engage and properly prepare students with 21st technological abilities.   
  
**Individual Responsibilities**   
**Lisa Abbink**   
**Collaboration**   
1. How can Google Calendar and gmail be used effectively in the classroom or in a professional environment?   
2. What is the potential for increasing learning and productivity?   
3. Advantages and Disadvantages of Google Calendar and Gmail  
4. How to Get Started with Google Calendar and Gmail

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| **Individual Log** Used WikiSpace for updates and discussion with group members throughout this entire process | |
| **Date** | **Documented Progress** |
|  | Began Wiki and invited members |
|  | Organized pages, and began group collaboration of overall project and outcomes |
| 3/18-3/27 | Reserach educational value of Google Calendar |
| 3/31 | Working to finalize Collaboration role - overlapping of information with Toni discussed via Wiki |
| 4/1 | Posted rough draft of Webinar - with concerns posted |
| 4/5 | Began a Webinar Handout Document - posted on One Hour Presentation Page |
| 4/9 | Reworked draft of my portion of presentation |
| 4/10 | Timed presentation - short of the 15 minutes; need to research more on integration in classroom |
| 4/12 | Rewrote my portion; experimented more with Google Calendar - love the gmail - very easy to use and sync to my phone |
| 4/14 | Updated Webinar Handout; completed yet another reworking of information for my part.../ |
| 4 /15 | Merged Webinars and updated my part; rehearsed and timed presentation; discussed with Toni through wiki discussion the webinar handout; timing for final presentation |
| 4/19 | Added to Bill's powerpoint for Webinar - |
| 4/20 | Reworking my slides for powerpoint; need to make slides more for the visual leaner |
| 4/22 | Combined Powerpoints for presentation - adding graphics and cleaning up my portion |
| 4/26 | Practiced my portion outloud; cannot get Webinar to let me log in; updated powerpoint and started final copy discussion |

**Toni Watt**   
**Integration**   
1. What are the advantages   
2. Learning Advantages   
3. Disadvantages   
4. What kinds of policies would you recommend putting into place?   
5. Illustrate the use of Google docs, sites and provide scenarios on how instructors can use these as beneficial tools for the classroom.

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| **Individual Log ~Toni Watt** | |
| **Date** | **Documented Progress** |
| March 15th, 2011 11:46am MST | Through our Wiki page communicated my ideas on group goals in researching, exploring and experimenting with the tools and applications of Google Doc |
| March 17th, 2011 11am MST | Posted under D2L a proposed **COMMITTEE ORGANIZING OUTLINE** |
| March 21th, 2011 2:43pm MST | Under D2L posted the final committee organizing outline which included **TIME OUTLINE** |
| March 28th, 2011 3:09pm MST | Posted another proposal, this time for the **ACTIVITY LOG** throug D2L |
| March 30th, 2011 9:30am MST | Once most of the group agreed to the **ACTIVITY LOG**, posted it to our wikipage |
| March 31st, 2011 10:37am MST | Submitted a rough draft of my portion to the **WEBINAR HANDOUT**. |
| April 1st, 2011 11:21 am MST | Created a new discussion post in order to conclude what day would be best for our **ELLUMINATE PRACTICE** |
| April 5th 2011 11:10am MST | Finished writing rough draft to be used for **WEBINAR** |
| April 6th, 2011 11:11am MST | **REHEARSED** my portion of the presentation~quickly realized much of what I planned to present will need to be trimmed back in order to meet the 15 minute time frame. |
| April 7th, 10:24 am MST | Emailed Dr. Fuller to hopefully finalize a time for our practice session for the **WEBINAR** |
| April 11th, 2:15pm | Placed my revisions on the **WEBINAR HANDOUT** provided by Lisa. |
| April 14th, 1:29pm | Revised **WEBINAR HANDOUT** and **REHEARSED PRESENTATION**. |
| April 16th, 7am | Practiced **ELLUMINATE** with Dr. Fuller-realized how much more work I had ahead of me. |
| April 18, 10am | Created an **ANIMOTO** video and **XTRANORMAL** video to be used for my webinar. |
| April 19, 2:45pm | Updated and improved my portion of the **WEBINAR HANDOUT** |
| April 20th, 2:35pm | Added my **POWERPOINT** to Wikispace to be added to Bills |
| April 25th, 11:31am | Settled on a date and time for the group to present the **WEBINAR** |

**William Johnson**   
**Introduction/Getting the Word Out**   
1. What is Google Apps for Education?   
2. What is the overall benefits of Google Apps for Education for a school district?  
3. How should it be integrated?

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| **Individual Log** | |
| **Date** | **Documented Progress** |
| 3/9-3/16 | Start familiarization with Google apps & communicate COR details with group. Out of town 3/17 – 3/19 |
| 3/21-3/27 | Researched the integration of Google apps into schools. Began building introduction PP slides. Continued wiki communication with group. |
| 3/31 | Posted rough draft of webinar overview requesting review & input |
| 4/1 | Interviewed Tech Coordinator (Adam Lalicker) at Sturgis High School concerning their current effort to integrate Google apps into Meade School District. |
| 4/2-4/9 | Continued web research of Google Apps integration into schools with focused on State of Oregon. Continued building and refining PP slides. Continued wiki communication with group. |
| 4/10 | Logged on to Elluminate. Contacted Dr. Fuller to ask questions. Set up V-room. Familiarized myself with Elluminate**.** |
| 4/16 | Practiced on Elluminate with Dr. Fuller & Group. |
| 4/18 | Updated Commitee Activity Log & Webinar handout. |
| 4/19 | Uploaded PP slides for group slide coordination. |
| 4/20-4/29 | Practiced presentation in V room. Continued to refine slides. Continued wiki communication with group. Updated CAL. Attended group one’s webinar 4/27 |

**Christopher Clark**   
1. How can Google Maps and/or Earth be used in the classroom?   
2. What is the learning potential?   
3. What are the benefits of a Virtual Field Trip using Google Maps and/or Earth?   
4. Learn to use Google Earth quickly.   
5. A lesson plan idea.

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| **Individual Log** | |
| **Date** | **Documented Progress** |
| 3/15 | Starting looking at possiblities for activities with google apps. Through D2L communicated that I would be gone for most of the week. |
| 3/20 | Communicated my ideas for researching and exploring with google maps and earth. Researched ways maps and earth could be used. Shared ideas through wiki of using weekly marks to help keep us on track. Developed detailed outline, posted on D2L, and through wiki. |
| 3/21 | Completed, uploaded, and posted group outline. |
| 3/28-4/5 | Eplore and experiment with google maps and earth. Watched tutorial for learning google earth. |
| 4/8 | Took a journey to computer history musuem with google earth and maps. |
| 4/11 | Found wiki post concerning webinar handout and updated my draft to the wiki. Added handout draft to the Word document. |
| 4/12 | Read instructions about creating placemarks and changing placemark icon. |
| 4/13 | Watched online video tutorials about using google earth. |
| 4/15 | Explored with navigating and various options for navigating. |
| 4/16 | Rehearsed and practiced Elluminate session, reviewed my slides and found out I need to make some modifications. |
| 4/18 | Listened to a podcast about google lit trips with the original author Jerome Burg. |
| 4/19 | Reviewed google earth and explored google lit trips for literacy ideas using google earth. |
| 4/22 | Explored google earth galleries. |
| 4/29 | Adjusted the webinar handout so that it would fit into 2 pages with resource links and saved to a PDF version. |
| 4/29 | Worked on group slides to make the background a little easier for the audience. |
| 4/29 | Combined PowerPoint slides with groups and adjusted background for easier viewing. |

**‍DOCUMENTED COMMITTEE WORK**

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| **Date** | **Type of Collaboration** | **What was Accomplished** |
| March 9-14 | Group Collaboration-wiki space and D2L  Organized group  discussed through D2L how to get started  Lisa Abbink took initiative and organized a wiki page | Wiki page set up  Opened the opportunity for dialogue among the group |
| March 19-23 | Group Collaboration-wiki space and D2L  Through the wikispace discussed group goal, individual roles  Lisa and Bill shared useful sites to help in deciding a goal and the direction of the group presentation  Toni designed a proposal to be used for our group goal  Bill proposed more detail to the goal.  Each member chose which area they would be responsible for.  Together we designed a committee organization report.  Chris submitted the report | * Collectively agreed upon our **GOALS** * Submitted a committee organization report which was submitted to Dr. Fuller * Began experimenting with our designated Google Apps |
| March 28-April 2nd | Group Collaboration-wiki space and D2L   * We all agreed on the activity log format and began logging our progress on project * Ran into a few communication problems and worked our way through this issue * Discussed Webinar Practice Dates and Times | * Established an activity log we we're all happy with * Began logging on our progress * Discussed Webinar practice dates |
| April 3-8 | Group Collaboration/Discussion through Wikispace   * Through discussion we were able to determine an agreed upon time for our practice Elluminate * Continued to communicate on individual roles for the presentation | * Determined a time for our Elluminate practice * Proceeded with continual work on specific roles for Webinar |
| April 8-16 | Group Collaboration/Discussion through Wikispace \*Lisa started a Webinar Handout for everyone to post information to   * 7am we met with Dr. Fuller to practice using Elluminate | * Scheduled a time for an Elluminat practice April 16th * Practiced Elluminate |
| April 17-20 | Group Collaboration/Discussion through Wikispaces   * Continued to communicate on presentation day   Individual Work   * Some of us determined we needed to fine tune our presentation, proceeded to make improvements to our individual portions of our Webinar | * Have yet to determine a date for Webinar   + Concluding individual work on Webinar. |

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| April 21-  May1 | Group Continued Collaboration and Discussion through Wikispaces   * Finished combining our Webinar Handout * Refined and combined our presentations * Bill chose a design and color scheme best suitable for the presentation * Created an adjustment to PowerPoint slides by formatting background and submitted to group for approval. | Determined a date for the Webinar~May 1st   * Finished Webinar Handout * Finished Completing our Presentation * Practiced our Presentation through a V-Room in Elluminate |